



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject:** AGREEMENT BETWEEN  
CCPOA AND DEPARTMENT OF  
CORRECTIONS ALLOWING ACCESS TO  
DOM SUBCHAPTER 55000

**Number:**

**92/4**

**Date Issued:**

**February 7, 1992**

**Cancelled Effective:**

The purpose of this Administrative Bulletin is to announce an agreement between the California Department of Corrections (CDC) and the California Correctional Peace Officers Association (CCPOA) allowing CCPOA to have access to the Department Operations Manual (DOM), Subchapter 55000, Confidential Procedures.

In order to amicably resolve some matters that were in dispute, CDC and the CCPOA agreed that:

1. CDC shall retain in its possession that document known as the DOM Subchapter 55000.
2. CCPOA shall henceforth have access to DOM Subchapter 55000 (except Section 55030, Job Action Contingency Plan) in the following manner:
  - a) CDC shall provide access to CCPOA representatives at both the institutional level and the headquarters level. Access shall be provided only on an appointment basis with a minimum of one hour's notice. It is understood that normally such appointment at the institutional level will occur within 24 hours of the request.
  - b) The access described above shall be available to the following CCPOA representatives:
    - 1) Local Chapter Presidents
    - 2) Local Chapter Vice-Presidents
    - 3) Chief Job Stewards
    - 4) CCPOA Field Representatives
    - 5) CCPOA Legal Staff
    - 6) CCPOA Chief Administrative Officer
    - 7) CCPOA Statewide President
    - 8) CCPOA Statewide Vice-Presidents
    - 9) A member of any CCPOA bargaining team



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In addition to the above, any Bargaining Unit 6 member or his/her designated representative, upon request, may have access to DOM Subchapter 55000 (except Section 55030) when the Bargaining Unit 6 member is being investigated as to matters covered by Subchapter 55000 or has been disciplined with regard to matters covered by Subchapter 55000.

3. In no event shall more than three of these persons have access at one location at the same time.
4. Under no circumstances shall access include the right to photocopy any portion of DOM Subchapter 55000.
5. CDC Chief of Labor Relations shall notify the Chief Administrative Officer of CCPOA in writing of any change.
6. While this agreement is effective the day signed, its implementing provisions in paragraphs 2 through 4 are effective 30 days after signature of the parties.

CDC is committed to upholding its part of the agreement of providing CCPOA with access to DOM Subchapter 55000. To carry out this commitment, the Chief of Regulation and Policy Management Branch (RPMB), shall coordinate CCPOA inspection of DOM Subchapter 55000 at CDC headquarters. The Employee Relations Officer (ERO) is the representative at the institutional level to coordinate the requests for access to DOM Subchapter 55000. Any requests to individuals other than the ERO will not be honored and the requestor will be referred to the ERO. The ERO will not maintain a copy of DOM Subchapter 55000 for the sole purpose of having it readily available for CCPOA to review. Instead the ERO shall coordinate the review of a copy of DOM Subchapter 55000 from a copy available to the institution. The ERO shall ensure, however, that prior to CCPOA reviewing DOM Subchapter 55000, that Section 55030 has been removed from the copy CCPOA will be reviewing.

Based on the above, the following procedures are being implemented throughout CDC which will provide for the achievement of the statewide access by CCPOA to DOM Subchapter 55000 (except Section 55030):

The Chief of RPMB shall:

1. Maintain and control DOM Subchapter 55000.
2. Provide or coordinate the supervision of DOM Subchapter 55000 during any inspection by eligible CCPOA representatives or Bargaining Unit 6 members at the headquarters.



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The Warden/Regional Parole Administrator shall:

1. Ensure that all requests from CCPOA representatives or Bargaining Unit 6 members for inspection of DOM Subchapter 55000 are processed through the ERO.

The ERO shall:

1. Arrange for the review of DOM Subchapter 55000.
2. Provide or coordinate the supervision of DOM Subchapter 55000 during any inspection by eligible CCPOA representatives or Bargaining Unit 6 members.
3. Document each time that DOM Subchapter 55000 is reviewed by eligible CCPOA representative or Bargaining Unit 6 member as outlined above. The following information shall be recorded in the log book:
  - a) Full name of person reviewing DOM Subchapter 55000.
  - b) The position of the person reviewing DOM Subchapter 55000 (CCPOA affiliation), or rank of the Bargaining Unit 6 member.
  - c) Date DOM Subchapter 55000 was reviewed.
  - d) Time DOM Subchapter 55000 was reviewed.
  - e) Signature of CCPOA representative/Bargaining Unit 6 member reviewing DOM.
  - f) The DOM section(s) reviewed.



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Please inform all persons concerned of the contents of this bulletin, which shall remain in effect until incorporated into the Department Operations Manual. In addition, all facility operational procedures shall be updated to reflect the above change. Please direct any inquiries regarding the contents of this bulletin to David Palmer, Assistant Chief, Labor Relations, at (916) 445-7167 or ATSS 485-7167.

R .H. DENNINGER  
Chief Deputy Director